



Nathan Deal
Governor

Shawn Ryan
Commissioner

COMMUNICATIONS ALERT

August 30, 2018

The Georgia Department of Administrative Services, State Purchasing Division, announces the amendment of the Statewide Contract for **General Office Supplies, Paper & Toner (99999-001-SPD0000103-0001)** with **Staples Contract & Commercial, Inc.**, adding a “Non-Catalog” category. Non-Catalog items are those that are neither Core nor Non-Core. The effective date of this amendment is **September 1, 2018**. This contract remains available as a **Convenience Contract**.

The supplier’s information is below:

Staples Contract & Commercial, Inc.

500 Staples Drive
Framingham, MA 01702

Lamar Huff
Strategic Account Leader
E-mail: lamar.huff@staples.com

This contract is currently established within Team Georgia Marketplace™. Contract information, including the Information and Benefit Sheet, can be found on the Supplier’s Contract Summary Page located within Team Georgia Marketplace™ found on the DOAS State Purchasing Website.

For direct access to the site, [click here](#) and login using the Guest Credentials: **tgmguest**. Proceed to the **Catalog and Contracts** (located in the Menu Bar) **Search for Contract** [Enter Contract Number or Supplier Name]. Additionally, if you are:

- A Registered State Agency User you can access this information using the Virtual Catalog link located within PeopleSoft.
- A Registered Technical College Shopper can access this information by [clicking here](#) and entering their login credentials.
- A Registered Window Shopper can access this information by [clicking here](#) and entering the credentials provided during registration.

WHAT DO AGENCIES NEED TO DO? Please share this information with all parties involved in purchasing general office supplies.

QUESTIONS: If you have any questions, please contact the contract administrator:

Eric Mercier

Contract Management Assistant
Strategic Sourcing - State Purchasing
Phone: (404) 463-1540
Email: eric.mercier@doas.ga.gov



Nathan Deal
Governor

Shawn Ryan
Commissioner

For Team Georgia Marketplace™ question(s), please contact the help desk:

Procurement Help Desk

Phone: (404) 657-6000

Fax: (404) 657-8444

Email: procurementhelp@doas.ga.gov